

- 1.0 Record Keeping
 - 1.1 It is the duty of the Director to maintain files of reports, letters, grant documents, legal documents, memorandums of understanding/agreement, and all other records required to be produced in the operation of the KCJIS Committee.
 - 1.2 Personnel records of the director shall be maintained by the Office of Secretary of Administration.
- 2.0 Open Meetings
 - 2.1 All meetings of the Council and any subcommittees must comply with the Kansas Open Meeting Act.
 - 2.2 The Director shall maintain a roster of persons who have requested to be notified of open meetings of the KCJIS Committee or any subordinate subcommittee.
 - 2.2.1 This list shall be inclusive of all such active requests and shall include only persons who have made such requests.
 - 2.2.2 This list shall include the name of the requester, contact information for the requestor, and the date of the request.
 - 2.2.3 All such requests shall remain active until the requestor asks to be removed from the list or the requestor fails to respond to requests to confirm their continued interest. Any such request should be in writing and may be by e-mail. A record of this documentation shall be retained in a file.
 - 2.3 It is the responsibility of the chair of the Committee and all subcommittee chairs to notify the Director upon scheduling of any meeting requiring open meeting notice.
 - 2.4 It is the responsibility of the director to send notice of any meeting of the Committee or any subcommittee to all persons requesting to be notified and to maintain records showing the notice was sent.
- 3.0 Open Records
 - 3.1 The records maintained by the KCJIS Committee as required in Section 1.0 shall be handled in compliance with the Kansas Open Records Act (KORA).
 - 3.2 The Director is the custodian of KCJIS Committee records.
 - 3.3 KORA requests must be reviewed by the attorney assigned to the Committee before a response is sent to the requestor. A copy of the request must also be sent to the Committee co-chairs at the same time it is forwarded to the attorney for review.
 - 3.4 Responses to all KORA request responses must be copied to the attorney assigned to the Committee, to the Committee co-chairs, and to the Governor's Press Secretary. Discretion may be used on attaching copies of voluminous requested documents to the response.
 - 3.5 Records of any KORA requests and the responses to such requests shall be maintained in the official files of the Committee maintained by the Director.
- 4.0 Grants
 - 4.1 When the KCJIS Committee or Director is responsible for any grant, including both government and private grants, all required reports will be completed and filed with the appropriate office within the time frames stated in the grant or supplemental documents. The Director is responsible for assuring the reports are submitted as required.

- 4.2 Copies of all grant reports shall be maintained in the official files of the Committee maintained by the Director. Each grant shall have a separate file of all documentation for such grant.
- 4.3 The Director is responsible for responding to any requests under any grant and to any audits of any grant unless another person is otherwise specifically responsible for such response. Requests for any needed assistance shall be made promptly upon knowledge of such request.
- 4.4 The Director will keep the co-chairs of the Committee informed of any audit notifications, grant related requests, grant applications, and grant progress.
- 4.5 The Director will provide the Committee a report on all grant activity during the first Committee meeting following the end of any grant report period. In no case will these be less frequently than quarterly. Reports shall also be provided as soon as possible for other major grant events, such as grant deficiencies, audits, etc. This requirement does not diminish the need for the Director to immediately notify the co-chairs of critical activity related to the grant.
- 5.0 Meeting Minutes
 - 5.1 Minutes shall be made of all committee and subcommittee meetings.
 - 5.2 Draft minutes
 - 5.2.1 Draft minutes of Committee meetings shall be completed by the director or other person designated by the Committee.
 - 5.2.1.1 Draft minutes of the Committee should be sent to committee members within five business days of the meeting. Exceptions may be granted by a co-chair.
 - 5.2.2 Draft minutes of subcommittee meetings shall be completed by a person designated by the subcommittee chair.
 - 5.2.2.1 Draft minutes of a subcommittee meeting should be sent to subcommittee members, and the co-chairs of the full committee within five business days of the meeting. Exceptions may be granted by a co-chair.
 - 5.2.3 Draft minutes shall not be distributed to any person who is not a member of the Committee, or in the case of a subcommittee to persons who are not either a member of the subcommittee or the Committee.
 - 5.2.4 Committee members may share draft minutes with their respective appointing authority. Such draft minutes shall be clearly marked "DRAFT" with a note they are not intended for public distribution.
 - 5.3 Approved minutes
 - 5.3.1 Draft minutes shall be approved by the committee or subcommittee at the first meeting with a quorum of the committee or subcommittee following the meeting of record.
 - 5.3.2 Approved minutes shall be distributed to all committee members and in the case of subcommittee minutes to all subcommittee members. They should also be distributed publicly via website, distribution by member associations, and to the list of persons requesting meeting notification.

- 5.3.2.1 The director is responsible for distribution of the approved Committee minutes and the public distribution of approved subcommittee minutes.
 - 5.3.2.2 Subcommittee chairs are responsible for the distribution of approved subcommittee minutes. The Director will assist with distribution via the website and to persons on the open meetings notification list.
 - 5.3.2.3 Committee members are responsible for distribution of approved minutes to their member organization.
 - 5.3.3 The distribution of approved minutes should be completed within 2 business days of the final approval unless an extension is authorized by a co-chair.
 - 5.3.4 The director shall maintain a file with all approved minutes.
- 6.0 Meeting Agendas
 - 6.1 The creation of meeting agendas for Committee meetings are the responsibility of the Director in consultation with the cochairs.
 - 6.2 Subcommittee agendas are the responsibility of the subcommittee chair.
 - 6.3 Draft agendas for Committee meetings shall be distributed no later than two weeks prior to the regularly scheduled meetings.
 - 6.4 When possible, agendas of scheduled meetings of the Committee or any subcommittee should be distributed prior to the meeting.
 - 6.5 Meeting agendas shall be included in meeting notices when they are available.
 - 6.6 The Director shall maintain a file of agendas for all Committee and subcommittee meetings.
- 7.0 Sharing of Information on Committee Action
 - 7.1 It is the responsibility of the Director, with assistance from the committee, to identify decisions of the committee that need distribution publicly, including to user agencies, prior to the minutes of the meeting being approved.
 - 7.2 The director will document the identified decision and distribute it publicly after review of the document by the Executive Committee members.
 - 7.3 Distribution shall be the same as used for approved minutes and through any other avenues relevant for the subject matter.
- 8.0 Job Descriptions
 - 8.1 Job descriptions shall be established by the Committee upon recommendation of the Executive Committee for any paid employee of the committee.
 - 8.2 Job descriptions should be reviewed annually at the time of personnel performance review.
 - 8.3 Job descriptions shall be maintained in the employee's personnel file and in the Committee files maintained by the Director.
- 9.0 Personnel Performance
 - 9.1 It is the responsibility of the Executive Committee to establish Personnel Performance Objectives for the Director. The Personnel Performance Objectives will be approved by the Committee.
 - 9.2 The Executive Committee or designee(s) shall review the Personnel Performance Objectives with the Director.
 - 9.2.1 Comments and suggestions for modification shall be a goal of an initial review.

- 9.2.2 When the Personnel Performance Objectives are finalized, they must be reviewed again with the Director if they are modified.
 - 9.2.3 A copy will be provided to the Director. A copy signed by the Director and the person(s) conducting the review with the Director will be placed in the Director's personnel file.
 - 9.3 At least annually, the Executive Committee will be responsible for conducting a Performance Review of the Director utilizing the state performance review form. This review will include each performance objective established in the Performance Objectives. The Performance Review may contain other points of general personnel performance and should include notations of strong points of performance and opportunities for performance improvement.
 - 9.4 Once the performance review document is finalized, the Executive Committee or their designee(s) will hold a performance review meeting with the Director. The meeting will include a review of the Performance Objectives established for the review period, a discussion of the performance review document, establishing Performance Objectives for the following Performance Review Period, and a review of the job description.
- 10.0 Personnel Administration
 - 10.1 State Personnel Policies Apply
 - 10.1.1 The Director is subject to all applicable personnel policies of the state.
 - 10.2 Time Keeping
 - 10.2.1 The Director should keep the co-chairs of the Committee informed of any variations from the normal work day.
 - 10.2.2 The Director must notify the co-chairs of the Committee any time the Director is unavailable for duties an entire work day.
 - 10.2.3 To accommodate the time sheet information for the payroll system, the director will submit an e-mail to both co-chairs each Friday indicating which days during the week they worked and the type of leave for each day not worked. The co-chairs are responsible for forwarding the information to the payroll clerk for entry into the system.
 - 10.3 The Director will provide a written report at each regular Committee meeting summarizing the Director's activities for the previous month.
 - 10.4 Requests for Vacation, sick leave, and Other Paid Leave must be submitted in a timely manner prior to the leave when possible. Unless otherwise required by state or Department of Administration policy, these requests may be by e-mail directed to both co-chairs and copied to the payroll clerk. The co-chairs are responsible for providing the requestor and the payroll clerk with documentation of approval or denial of the request.
- 11.0 Travel Outside Shawnee County Where an Expense Will Be Incurred
 - 11.1 Out of State Travel must be approved on the form used by the Department of Administration prior to any out of state business travel.
 - 11.2 In State Travel must be requested in writing and approved by either co-chair prior to the travel. The request may be submitted and approved by e-mail.
 - 11.3 These requests should be submitted in a timely manner as soon as the employee knows the travel is needed.